Aging Division
Continuation Grant Training
FFY 2010

Presented by the
Aging Division Program Staff
Wyoming Department of Health

August 2009

Training Presentations

- August 4,2009 - Tuesday - 10:00 am to noon
- August 5, 2009 - Wednesday - 8:00 am to 10:00 am
- August 10, 2009 - Monday - 2:00 pm to 4:00 pm

For the audio portion of the training, please call 1-877-278-8686 and use participant code 712496. For the visual portion of the training, you will need to go to http://meeting.health.wyo.gov , download the software and select the meeting "Aging Division Grant Training".

Grants Training Agenda

Wyoming Department of Health — Commit to your health

Roll Call
- **General Overview**
- **Purpose/Timeline**
- **Client Outcomes/Program Goals – Alignment with Federal AoA Client Outcomes and Program Goals**
- **Inclusion of Future Quarterly Reports (Narrative and Fiscal)**
- **Functional Demonstration – Cory Meyer**
- **Title VII**
- **Budget/Fiscal**
- **Title III-B Specific Issues – Doreen Sing, Cory Meyer**
- **Title III-C1 Specific Issues – Joan Franklin, Cory Meyer**
- **Title III-C2 Specific Issues – Joan Franklin, Cory Meyer**
- **Title III-D Specific Issues – Doreen Sing, Cory Meyer**
- **Title III-E Specific Issues – Jeanne Scheneman, Cory Meyer**
- **Lobbying/Dues and Subscriptions**
- **Double Dipping**
- **Frequently Asked Questions**
- **Question and Answer**

General Overview

Wyoming Department of Health — Commit to your health.

- **Format**
- **Eligibility**
- **Scope of Services**
- **Project Period**
- **Questions – what are we looking for?**
- **Attachments**
- **Submission Requirements**
- **Other**

2

Purpose/Timeline

Wyoming Department of Health
Commit to your health.

- **Purpose**
  - To Continue providing services to clients. To continue obtaining government funding as a subsidy for those services.

- **Timeline**

  The completed continuation grant application must be RECEIVED by 2:00 pm MDT on Friday August 21, 2009. NO late or faxed applications will be accepted. Application must be sent to:

  Wyoming Dept of Health, Aging Division
  6101 Yellowstone Road, Suite 259B
  Cheyenne, WY 82002 (use **82009** if sending by FedEx or UPS).

Client Outcomes

Wyoming Department of Health
Commit to your health.

- **Client outcomes are pre-defined in the application. Providers will no longer have to select the outcomes that they are trying to ascertain.**

- **The client outcomes that we are measuring are in alignment with the Administration on Aging measurement criteria.**

Program Goals

- **Program goals are pre-defined in the application. Providers will no longer have to select the goals that they are trying to ascertain.**

- **The program goals that we are measuring are in alignment with the Administration on Aging measurement criteria.**

Inclusion of Quarterly Reports

- **Reports are now included in the application. Information will automatically carry forward between the grant application and future reports where appropriate.**
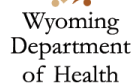
It's Automatic
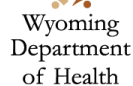
Title VII

- **Training done separately for two providers**
  - Legal Services Developer
  - Elder Rights
  - Ombudsman

Functional Demonstration

- **Presented by Cory Meyer**

Aging Division, Wyoming Department of Health
FY2010 AoA Title III-B Supportive Services
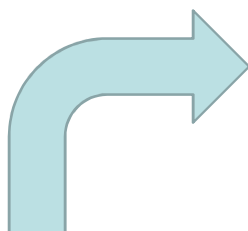Continuation Grant Funding Application Guidance

Continuation Application Format and Submission Requirements

SCOPE OF PROGRAM

The program consists of the following services:
Provision of any or all Title III-B services as described in Section 321 of the Older Americans Act, with emphasis on identifying and serving low income, rural, minority and limited English proficient older individuals. These services may include information and assistance, transportation, socialization opportunities, volunteer opportunities, health services and a wide variety of other supportive services that enrich and stabilize the lives of seniors.

The following services may be provided:

(1) **Health Services (including mental health):**
   a) health education and training;
   b) services designed to provide health screening (including mental health screening) to detect or prevent illnesses;

   c) exercise programs (physical and mental): services designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity, exercise, music therapy, art therapy and dance-movement therapy;
   d) services designed to support providers to carry out and coordinate activities for older adults with respect to mental health services, including outreach for, education concerning, and screening for services for such services, and referral to such services for treatment;
   e) activities to promote and disseminate information about life-long learning programs, including opportunities for distance learning;
   f) health and nutrition education services, including information concerning prevention, diagnosis, treatment and rehabilitation of age-related diseases and chronic disabling conditions; and
   g) services designed to enable mentally impaired older individuals to attain and maintain emotional well-being and independent living through a coordinated system of support services.

(2) **In-Home Services (REQUIRES A CASE PLAN):**
   a) services designed to assist older individuals in avoiding institutionalization and to assist individuals in long-term care institutions who are able to return to their communities, including:
     1) client assessment, case management services and development and coordination of community services;

     2) supportive activities to meet the special needs of caregivers, including caregivers who provide in-home
B – Application Guidance ... B – Cover Page ... B – Check Sheet ... Federal Assurances ... Aging Division A

Budget Development

Wyoming Department of Health
Commit to your health.

- The budget is one of the most important parts of your grant application.
- The budget must be realistic, and based on reliable figures and estimates (utilize past experiences and expense resources).
- A budget should directly relate to the activities described in the grant narrative.
- A budget must be itemized – it should show how you arrived at the budgeted amount for each type of expense.

Budgeting Responsibilities

Wyoming Department of Health
Commit to your health.

- Laws and Rules, Legal Requirements
- Accountability, Documentation
- Policies
- Reporting of expenditures
- Annual site reviews, assessments
- Revisions – Must be Pre-approved
- Direct and Indirect Costs
- Cost per unit information

Types of Budget Resources

Wyoming Department of Health
Commit to your health.

- Federal
- State
- Funds eligible for match *(e. g. counties, cities/towns, foundations, civic organizations, fund-raising, cash donations, WSSB, etc.)*
- In-Kind Contributions *(non-cash, donated goods & services)* – must be well-documented and directly tied to the grant program
- Program Income *(e.g. contributions made by clients)* - must be expended first
- Other (*e.g. other non-matching funds used to support the program, NSIP*)

Direct and Indirect Costs

Wyoming Department of Health
Commit to your health.

DIRECT COSTS

- **Direct costs are directly related to delivering goods, services or work effort to clients or customers identified with a particular grant/contract. Direct costs generally include:**
  – Salaries or wages, including vacations, holidays, sick leave, and other excused absences of employees working specifically on objectives of a grant or contract.
  – Other employee fringe benefits allocable on direct labor employees.
  – Consultant services contracted to accomplish specific grant/contract objectives.
  – Travel of (direct labor) employees.
  – Materials, supplies and equipment purchased only for use on a specific program.
  – Communication costs, such as long distance telephone calls or telegrams identifiable with a particular grant/contract. However, in most cases, basic monthly telephone service charges, as well as installation charges, are considered indirect costs and should not be included under direct costs.

Wyoming Department of Health
Commit to your health.

Direct and Indirect Costs *(continued)*

INDIRECT COSTS

- **Indirect costs represent the expenses of doing business that are not readily identified with a particular grant/contract, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect Costs (sometimes called "administrative costs " or " overhead") generally include:**
  - General administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.
  - Costs of operating and maintaining facilities
  - Audit expenses (Please refer to PIN FISC-2006-002 - Compliance With State and Federal Audit Requirements)
  - Computing services
  - Utilities/Rent/Lease
  - Custodial services

Wyoming Department of Health
Commit to your health.

Budget Justification

PERSONNEL EXPENSES

Salaries/Wages:

- Enter the position title for each position associated with the grant program in the Type of Expense column.

- Enter the FTE (Full-Time Equivalent or percentage of effort) for each position, as it relates to the projects funded under the grant (i.e., 1.0 = full time, 0.5 = half time, etc.) in the Description of Expense column. Utilize your required Personnel Activity Reports for determining personnel time spent on allowable activities.

Budget Justification
Personnel Expenses (continued)

Wyoming
Department
of Health

Commit to your health.

Fringe Benefits:
- Follow the steps for Salaries/Wages, above, but relate them to the amounts of fringe benefits being provided to the employee(s). Fringe benefits generally include FICA, Workers Compensation, Unemployment benefits, health insurance, retirement plans, life insurance and bonuses.

Contract Workers:
- Use this area to describe and itemize expenses related to any persons with whom you contract to provide services under the grant program. For example, you may contract with a RN for a certain number of hours each month to provide oversight for CNA's, or with a CPA to do fiscal things.

Wyoming
Department
of Health

Commit to your health.

Budget Justification

Travel Expenses

- Enter position titles of people who will be traveling with funds from this project in the Type of Expense column.
- Describe the type of travel for each position in the Type of Expense column.
- In the Description column, explain projected travel expenses, not to exceed current IRS approved rates, that each staff person is expected to incur in performing his/her job for the grant program.

   Example: Multiply the projected number of trips per month by the estimated number of miles per trip, times the accepted mileage reimbursement rate for your organization, and then again by the number of months in the year that the staff person will be traveling, as follows:

   2 trips/month x 125 miles per round trip x .42 per mile x 12 months = $1,260.00

Budget Justification
Travel Expenses (continued)

Wyoming Department of Health
Commit to your health.

- Describe other travel costs of employees that are directly attributable to the grant program. Include any expenses for per diem, air travel, ground transportation, meals, and other incidentals necessary for carrying out the activities described in the application. These more expensive line items should be supported by a description in your narrative that describes what the travel will be for, and what benefits are expected to be received through the expenditure.

- **Example:** The Coordinator is required to attend a training conference in Denver twice each year. Airfare {$500 x 2 trips} plus per diem {5 days @ $ 100/day x 2 trips} = $2,000

Budget Justification

Wyoming Department of Health
Commit to your health.

Consumable Supplies Expenses

- List the consumable supplies, directly attributable to the grant program, and the estimated costs to be incurred during the period covered by this application. Examples of supplies may include the following:
- office supplies (include specific examples)
- medical supplies (consumable items such as tape, gauze, disposable gloves, etc.), if applicable
- educational and instructional materials
- cleaning supplies
- copy paper and other paper supplies

Budget Justification

Other Expenses

- **List other costs directly attributable to the grant program, which are estimated to be incurred during the grant period. Examples of OTHER EXPENSES may include the following:**
  - Subscriptions (Cannot include costs relating to lobbying)
  - Printing and Advertising
  - Postage
  - Insurance and Bonding
  - Membership Fees (Cannot include costs relating to lobbying)
  - Professional Services (such as audits)
  - Utilities
  - Telecommunications
  - Service Contracts (such as janitorial services)
  - Rent

Common Budget Issues

- **Proper allocation between Indirect/Direct Costs**

- **Failure to complete all required sections/fields**

- **Lack of appropriate itemization and breakout**

- **Including expenses that are not allowed**

- **Incorrect funding amounts**

- **Budget does not relate to grant activities**

- **Math errors!! – SEE THE TRUE or FALSE**

Budget Summary

Wyoming Department of Health
Commit to your health.

- Budgets are an important part of your grant application, and they define and guide your spending for the year.
- Budgets relate to every aspect of your grant management, including the reporting.
- Grant application reviewers must be able to tell how you arrived at your figures. You went through some sort of thought process to come up with those amounts…let the reviewers in on it!
- Developing budgets doesn't have to be hard, if you have good accounting and tracking systems in place.

Common Fiscal Errors Related to Grants

Wyoming Department of Health
Commit to your health.

- Budget issues are a continual concern across all grants
- Audit Information Questionnaire is not completed in its entirety
- Expenditures categorized as Indirect Services (Cost) are sometimes shown under Direct Service (Cost) column
- The Project goals and objectives submitted in The Grant Application Narrative do not correspond to the Grant Budget Justification
- The Quarterly Financial Reports do not relate to the Grant Budget Justification

Common Errors for Title III-C1/C2 Grants

Wyoming Department of Health
Commit to your health.

- Customers and persons served are not accurately defined
  - Unauthorized services
- No innovative or new ideas: "We serve meals" (Action Steps)
- Numerous budget errors
  - Addition
  - Inclusion of unallowable expenditures
  - Personnel/wage calculations inaccurate
  - Wrong funding amounts utilized

Common Errors for Title III-D Grants
Disease Prevention and Health Promotion Services

Wyoming Department of Health
Commit to your health.

The following expenditures <u>do not</u> meet the Title III-D guidelines and <u>will not</u> be funded:

- Administration costs
- Capitol construction
- Endowment funds
- Religious activities
- Grants to individuals
- Deficits or retirement debts
- Assistive devices (i.e., dentures, eye glasses, canes, walkers, wheelchairs, etc.)
- Audits

Wyoming Department of Health

Commit to your health.

Title III-D Unallowable Budget Items
Disease Prevention & Health Promotion *(continued)*

- Staff other than those who provide direct services
- Mileage for staff other than those who provide direct services
- (OAA Sec. 102 (12)) "Shall not include services for which payment may be made under Titles XVIII and XIX of the Social Security Act (42 U.S.C. 1395 et seq., 1396 et seq.)" (Title XVIII-Health Insurance for the Aged and Disabled (Medicare) and Title XIX-Grants to States for Medical Assistance Program (Medicaid))
- Utilities
- The total cost of a newsletter (the cost can be prorated based on number of pages of health information)
- Supplies (unless used by the direct service providers during a clinic)

Wyoming Department of Health

Commit to your health.

Common Errors for Title III-E Grants
National Family Caregiver Support Program

- Clients not accurately defined (Caregiver not recognized as the client and data often not related to caregivers)
- Potential population of eligible clients not recognized (focused on existing clientele of agency)
- Few innovative or new ideas (action steps)
- Failing to allocate funding for actual services

Wyoming Department of Health

Commit to your health.

Double Dipping

- **Under no circumstances can two or more entities be billed for the same services provided at the same time.**
  - e.g. Medicaid Waiver and C2 Meals, CBIHS Respite and NFCSP Respite, Title III B Transportation and WILR Transportation, Client pays full price for service and program is also charged for subsidy

---

Wyoming Department of Health

Commit to your health.

Lobbying

- **No part of any grant may be used to pay the costs of attempting to influence legislation or appropriations pending before either the local, state, or federal governing bodies (e.g. Legislature, Congress, county commissions, etc.) No part of any grant may be used to pay the salaries of any person attempting to influence legislation or appropriations at any level.**

Other Important Items

- **Timely responses must be provided when revisions are required – First Correct In is First Correct Out for Contracts, etc.**
- **Thoroughly read and understand all Assurances.**
- **Comply with all applicable federal and state laws, rules, OMB circulars, policies, etc. that govern the grant(s), programs and services.**
- **For SAMS reports, print the parameters for future reference and inclusion with Quarterlies**
- **Original Signatures – Blue Ink**

Wyoming Department of Health
Commit to your health.

Title III-B

Wyoming Department of Health
Commit to your health.

- **Questions and Answers**

Title III-C1

- **Questions and Answers**

- **Number of meals are on the second tab "funding allocation" sheet in the workbook**

Title III C-2

- **Questions and Answers**

- **Number of meals are on the second tab "funding allocation" sheet in the workbook**

Title III-D

Wyoming
Department
of Health

Commit to your health.

- **Questions and Answers**

Title III-E

Wyoming
Department
of Health

Commit to your health.

- **Questions and Answers**

Discussion

Aging Division

Wyoming Department of Health

6101 Yellowstone Road, Suite 259B

Cheyenne, WY 82002

307-777-7986

Toll Free 1-800-442-2766

Fax 307-777-5340

http://health.wyo.gov/aging

Wyoming
Department
of Health

Commit to your health.

Thank you for your participation!

Please contact the Aging Division at
307-777-7986 or
1-800-442-2766
if you have any questions or need assistance